

KINGSTON SEYMOUR PARISH COUNCIL

**Minutes of the Annual Meeting of Kingston Seymour Parish Council held on Tuesday 10th
May 2016 at 7.45pm at the Village Hall (meeting room)**

Present:

Councillors Mike Sewell (MS, chairman), Caroline Harris (CH), Pete Harris (PH), Fred Malton (FM), Mike Wallis (MW), Ian Wariner (IW). Leonie Allday, Clerk.

In attendance: Carolyn Hills, NSC, Parish Council Liaison Officer (CHi).

Outgoing chairman in the chair:

1. Election of Chairman and signature of Declaration of Acceptance of Office

It was proposed (FM, seconded IW) that MS should stand as chairman. MS being willing to stand and there being no other nominations, MS was declared elected by 4 votes to 0 with 1 abstention.

Incoming chairman in the chair:

2. Apologies for absence

Councillor Paul Cox (PC), District Councillor Jill Iles, PC Adam Clarke.

3. Election of vice-chairman and signature of Declaration of Acceptance of Office

FM suggested that it might be a good idea for councillors to serve as vice-chairman by rotation, in order to gain experience. He had spoken to PC and wished to propose him for the post. PH being willing to stand down, the nomination was seconded by IW. There being no other nominations, PC was declared elected by 5 votes to 0.

4. Registers of Members' Interests

The Clerk reminded councillors to notify her of any alterations or updates.

Action: all

5. Financial:

(i) Annual Return – to complete and approve

The Clerk reported that the internal audit had been completed and that everything was in order. The certificate had been issued. She had also updated and circulated the annual risk statement. Councillors completed the Annual Governance Statement and it was proposed (FM, seconded MW) and unanimously agreed that it be approved for submission to the external

auditor.

(ii) Accounts for year ended 31.3.16

The accounts had been circulated; it was proposed (FM, seconded CH) and unanimously agreed that they be adopted.

(iii) Audit and Transparency Code requirements

The Clerk summarised the time schedule and requirements for audit and the publication of documents in compliance with the Transparency Code.

(iv) Renewal of Mandate to make payments against budgeted items between meetings

It was proposed (FM, seconded MW) and unanimously agreed that the Clerk should continue to be able to make payments between meetings against budgeted items.

6. Annual Review of:

- (i) Standing Orders – no need to review, revised version adopted 2015
- (ii) Financial Regulations – no need to review, revised version adopted 2015
- (iii) Frequency / dates of meetings – no change to published schedule, except that meetings would normally commence at 7.45pm rather than 7.30pm
- (iv) Sub-committees and councillors' special duties – agreed as drafted – final version to be circulated
- (v) Attendance at meetings of other bodies - agreed as drafted – final version to be circulated

The meeting closed at 8.12pm